

**NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION
THE CHILD AND ADULT CARE FOOD PROGRAM
October 2014**

CIVIL RIGHTS TRAINING

The U.S. Department of Agriculture prohibits discrimination in the CACFP on the basis of race, color, national origin, sex, or disability.

1. Collection and use of data

- a) Program applicants/participants may not be required to furnish information on their race or ethnicity on the child enrollment form

2. Effective public notification systems –

- a. Place the nondiscrimination “*Justice For All*” poster in a prominent area where participants and potential participants have ready access
- b. The public notification system contains the following basic elements
 - i. Program Availability
 - ii. Complaint information
 - iii. Nondiscrimination Statement

3. Complaint procedures

- a. The person alleging the complaint must be provided with the nondiscrimination statement and procedure
- b. The nondiscrimination statement has the complaint process (the statement is on the “*Justice For All*” poster)
- c. A complaint alleging discrimination must be made within 180 days of the event
- d. Complaints should be forwarded to the State Agency or directly to USDA using the address in the nondiscrimination statement

4. Compliance review techniques

- a. The State Agency reviews civil rights as part of the compliance monitoring
- b. The Sponsor of Centers must check for civil rights when doing the on-site reviews

5. Resolution of noncompliance

- a. Resolve all civil rights issues (examples- special dietary needs, language asst.)
- b. Be response to corrective action regarding civil rights

6. Requirements for reasonable accommodation of persons with disabilities

– such as-

- a. Special dietary needs
- b. Special eating utensils
- c. Equal access and service

7. Requirements for language assistance

- a. Forms are available in different languages, please contact the State Agency
- b. If you need an interpreter to explain the program to parents and one isn't available locally, please contact the State Agency

8. Conflict resolution

- a. Assess the nature of the problem
- b. Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution
- c. Follow-up

9. Customer service

- a. When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful
- b. All participants must be treated in the same manner
- c. Be proactive and accommodating

Examples of Discrimination:

- Refuse a child's enrollment based on disability
- Serving meals at a time, place, or manner that is discriminatory
- Selectively distributing applications
- Not offering the program to infants
- Segregating Kids

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